

13 June 1957

25X1

To:

From:

Subject: Communications between Detachments and the Company

## I. TWX

This channel is utilized for priority or other urgent communication requirements pertaining to operational, maintenance, supply and personnel matters. Mission and equipment performance reports are handled through this channel.

## II. COURIER SYSTEM

Transfer of any documents or mail is accomplished through this system. Where the time element is of lesser importance, messages of the Routine nature are sent via courier.

## III. SERVICE BULLETINS

These are prepared by the M & O engineering staff and pertain to maintenance practices, changes or modifications, and operating procedures for all configuration and ground support equipment. Service Bulletins issued are dated and numbered in chronological order for each type of component. A revised index and compliance acknowledgement form accompanies each Service Bulletin. Distributions are made through the courier system.

## IV. MAINTENANCE ENGINEERING ORDERS

MOE's are prepared and distributed by the M & O facility. This is a general type of report which outlines improved techniques of equipment handling, making adjustments, testing, checking, and repair hints and kinks. These are chronologically numbered and distributed through the courier system. A new index is issued with each MOE.

## V. MAINTENANCE RECORDS

As items of equipment are transferred between the Detachments and Factory, the appropriate maintenance records by serial number are shipped concurrently in the same containers. These records

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V. Continued

indicate past history as to previous M & O, number of life cycles and time in use, performance or failures and any pertinent data relating to that particular item.

VI. MISSION REPORTS

Upon completion of each operational or test mission by a Detachment, two (2) reports are generated. The first report by TWX is immediately dispatched to the factory (Info: Hqs.) and includes the following information:

- a. Mission Number and Type
- b. Date
- c. A/C Number and Pilot
- d. Configuration Type and Serial Number
- e. Take-off and Landing Times
- f. Film Footage or Time in Operation
- g. Operation of Equipment
- h. Evaluation of film clips

A full mission report is dispatched via courier concurrently with the film shipment and includes the information as listed above. In addition, the time over targets, course headings, sun angles, and other such pertinent data is included.

VII. MISSION EVALUATION REPORTS

Operational or test mission results, which are reviewed by factory personnel, are evaluated to determine photo quality with regard to the following:

- a. Equipment performance (Electrical & Mechanical).
- b. Optical performance (Resolution, focus, contrast, density, etc.)
- c. Environmental, Condensation, Window Fog, Heater-Blower, etc.
- d. Processing techniques, (Handling, Developments, etc.)

An immediate TWX report covering this evaluation by mission number, date and camera designator is sent to the Detachment with an information copy to the Factory. A more detailed report is then prepared by the evaluator and is forwarded to the Factory via courier or is submitted in person upon return to the Factory.